

**In-House Job Training Program
United States Probation Office
Monday**

8:30-9:00	Participants Arrive/Introduction/Review of Contracts
9:15-10:30	Thinking Straight
10:30-10:45	Break
10:45-12:00	Thinking Straight Continued
12:00-1:00	Lunch
1:00-2:45	Keeping Self-Control
2:45-3:00	Break
3:00-3:45	Keeping Self-Control Continued
3:45-4:00	Explanation of Resume Packet

Tuesday

8:30-8:45	Participants Arrive
8:45-10:30	Solving Problems Logistically
10:30-10:45	Break
10:45-12:00	Solving Problems Logistically Continued
12:00-1:00	Lunch
1:00-2:45	Handling Difficult Situations
2:45-3:00	Break
3:15-3:45	Handling Difficult Situations Continued
3:45-4:00	Resume Packets

Wednesday

8:30-8:45	Participants Arrive
8:45-10:30	Group One–Resume Building Group Two- Roundtable Discussion (Interviewing Skills)
10:30-10:45	Break
10:45-12:00	Group One– Roundtable Discussion (Interviewing Skills) Group Two- Resume Building
12:00-1:00	Lunch
1:00-3:00	Practice Interviewing/Helpful Hanger Clothing Closet
3:00-3:15	Break
3:15-4:00	Practice Interviewing/Helpful Hanger Clothing Closet Continued

Thursday

8:30-8:45	Participants Arrive
8:45-10:30	Group One–Finalize Resumes Group Two–Mock Interviews
10:30-10:45	Break
10:45-12:00	Group One–Mock Interviews Group Two–Finalize Resumes
12:00-1:45	Lunch/Field Exercise
1:45-2:30	Debriefing about Field Exercise/Overview of Community Resources
2:30-3:15	Motivational Speaker
3:15-3:45	Graduation/Closing Remarks